

31 Dec 1969

[redacted]

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On Tuesday 30 December 1969, [redacted] and I discussed the Emergency Planning Study he and [redacted] are responsible to complete. He feels they will be given a dead line of 15 February. They expect to receive a memo from [redacted] soon concerning the details and requirements developed by the DDS in a recent meeting. [redacted] also is developing a file which he will submit. [redacted] will outline the overall study based on [redacted] request.

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[redacted] intends to include the Vital Records Program as a part of this Study on Agency Planning to meet Emergency Conditions. [redacted] asked me to have you [redacted] work on a review and report of the Vital Records Program. He asked that we develop a grid sheet of data concerning Vital Records Schedules, Deposits, References, and so forth which Mary can complete from a review of the Master Schedules and of the Records Center control cards.

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[redacted] explained that he is especially interested to obtain information about:

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- a. What Agency records are now stored as Vital Records?
- b. Who or What Components are active with Vital Records?
- c. Who or What Components are neglectful of Vital Records?
- d. What records - related machines are available for Vital Records and not available?
- e. What records - handling space, facilities, and procedures exist? Are they practical?
- f. Who are the 1,200 people selected for the Emergency Force? What are their equipment needs? (Computers, Film Viewer-Printers, Xerox, Cabinets, Desks, etc.)
- g. What are the depositing, up-dating, interfilming and purging procedures for Vital Records? What are the manpower needs?

MORI/CDF

[ ] has again reviewed your study of the Vital Records Program dated 2 April 1968 which he received from [ ]. [ ] said this was a very good and helpful analysis. He intends to use much of the material from it. He asked that you re-examine it and bring it up to date and add some supporting documentation with examples to support your statements of deficiencies noted and actions recommended. (i.e. inadequacy of records stored, no mission for some Offices, no Records Officers or Emergency Officers and no relationship or interaction between the two functions in some offices.)

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[ ] is anxious to have some specifics about the volume of Vital Records being deposited. Also how active these are and what reference they receive and by whom. He would like to know those that are in good shape and those that are bad.

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The problem of documents serving double duty must be more specifically analyzed. Rather than broad all inclusive statements, the pros and cons of various actions concerning specific, individual Component Vital Records collections must be reviewed. Specific component scheduling, depositing, and operating procedures should be considered. What collection is where? How many are now serving double duty? What are they? What volume? What is the growth rate? Are the Vital Records used? Are the collections purged? What is the Age? Do they qualify as Vital Records? Perhaps a less demanding Program to meet a limited emergency rather than nuclear war will require less space, fewer collections, and the double duty documents can be moved out of the Vital Records Collection. Are there any Vital Records that can serve double duty? Which collections must be duplicated? What corrective action is necessary for what collection? The space problem continues to be a critical factor in the Records Center but we are assured of some help. This too should be reflected in the analysis of the Vital Records storage and procedures.

[ ] appreciates your concern over changes in schedules and procedures without coordination and asked for some examples and your suggestion as to a system to forestall such actions.

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[ ] would like your expanded and up dated study to include more information on the gaps and inadequacies you mention in the April 1968 study and your views of the volume of the documents being stored. Do we have enough for reconstitution? Of what value are the magnetic tapes and microfilm now being stored with the Vital Records? What do you propose be done about tapes on film? What should we do to the Vital Records collection to make it useful for less than total disaster? What do the Records Management Officers

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respond to questions such as: What would happen if your file room burned up tomorrow? or Could your Component survive with [redacted] collection?

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Finally, [redacted] will need more help and details concerning your recommendations for an underground vault, liaison, training, and separated operations. We can get together and discuss this and meet with [redacted] before you get too far along in presenting your new material.

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[redacted]  
CIA Records Administration Officer